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Spring 1-2016

CAPP 154.01: Microsoft Word

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THE UNIVERSITY OF MONTANA
MISSOULA COLLEGE
BUSINESS TECHNOLOGY DEPARTMENT

COURSE SYLLABUS

Course Number and Title: CAPP 154 – Basic MS WORD

Date Revised: Spring 2016

Semester Credits: 3

Prerequisites: CAPP 120 or consent of instructor

Faculty: Michelle Boller

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Office: AD 11E

COURSE DESCRIPTION:

Preparation of business forms, correspondence, mail merges, columnar projects, and reports using up-to-date software. Business related application projects, graphics, and printer operation are included.

STUDENT PERFORMANCE OUTCOMES:

Upon completion of this course, the student will be able to:

Use a Windows environment and operate a mouse

Perform file management tasks including creating directories, deleting, renaming, copying and moving files.

Prepare business documents including letters, memorandums, and reports

Use proofreading marks and make necessary editions to business documents.

Add attributes such as underlining, bolding, and centering.

Use the format command and ruler bar to create and set left, right, center, and decimal tabs.

Create, format, and edit tables.

Perform basic desktop publishing techniques: creating graphics, text boxes, horizontal and vertical lines, text art, and watermarks.

Create form letters using mail merge

Correct documentation of sources for reference materials.

Key text at a minimum speed of 30 gwam for five minutes with five errors or less.

REQUIRED TEXTS: Microsoft Office WORD 2013—Illustrated Complete by Jennifer Duffy and Carol Cram. Course Technology: Cengage Learning, 978-1-285-09311-6

SOFTWARE: WORD 2013

COURSE OUTLINE:

Unit A: Creating Documents with Word 2013.

Unit B: Editing Documents.

Unit C: Formatting Text and Paragraphs.

Unit D: Formatting Documents.

Unit E: Creating and Formatting Tables.

Unit F: Illustrating Documents with Graphics.

Unit G: Working with Themes and Building Blocks.

Unit H: Merging Word Documents.

STUDENT PERFORMANCE ASSESSMENT METHODS AND GRADING PROCEDURES:

Projects 70%

Tests 30%

GRADING SCALE:

94 -100% = A

88 - 93% = B

80 - 87% = C

Below 79% = D

PRODUCTION PROJECTS: 70% of Final Grade

Each project will be evaluated on a point system (points received/points available). Full credit will be given for those projects that are error free, in correct format and submitted by due date.

Points will be deducted for spelling, punctuation, or format errors.

Late work will be accepted for 3 days after due date. Projects that are submitted late will be lowered two points per project per day. Projects submitted after midnight on the 3rd day will be recorded as zeros.

TESTS: 30% of Final Grade

There will be three scheduled production tests.

OTHER POLICIES:

All students must practice academic honesty. Academic misconduct is subject to an academic penalty by the course instructor and/or a disciplinary sanction by the University.

All students need to be familiar with the Student Conduct Code. The code is available for review online at <http://www.umt.edu/SA/VPSA/index.cfm/page/1321>.

Students with disabilities may request reasonable modifications by contacting me. The University of Montana assures equal access to instruction through collaboration between students with

disabilities, instructors, and Disability Services for Students (DSS). “Reasonable” means the University permits no fundamental alterations of academic standards or retroactive modifications. For more information, please consult <http://www.umt.edu/disability>.